

MEMORANDUM FOR:

SUBJECT : Reports Costs Reduction

REFERENCE : (a) Memo for Record dtd 1 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork Reports Inventory Status Summary

(b) Memo to Chairman, Reports Inventory Task Force dtd 1 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork

(c) Memo for DD/S dtd 2 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork; Reports Inventory Status Summary

1. As noted in paragraph 4, of reference (a), a copy of which along with references (b) and (c) were forwarded to you on 4 December 1970, OPPB established an Agency report cost saving factor of 7.5%. This translates into an overall DD/S reduction goal (rounded by OPPB) to \$125,000. The savings goal for the 0/7 is set at \$9,000. \* This amount represents 7.5% of \$115,000. \* This base cost equals the costs (130,913) reported in your inventory submission, including the costs of \$1,000. -- assigned your office as OCS computer in-put preparation; less costs (13,900) \* based upon OPPB decision to exclude OPPB and external Agency reports from the initial phase of the reports reduction program.

2. In our analysis of the data provided in your reports inventory, the Support Services Staff determined that reports were generally classified under nine (9) report requirement categories. An outline of these requirement categories and a description for each is attached. Also attached is a summary of the reports identified by number under each report requirement category. This summary also contains other production, distribution and cost data for each respective report.

3. It is suggested that, because your cost reduction quota is levied against internal DD/S reporting requirements, you review reports under categories 1, 2, 7, and 8 with immediate attention being given to reports in categories 1, 7, and 8. This review should

\* Rounded to nearest hundreds.

deadline for preliminary cost reduction reporting set by OPPB. In order to satisfy this OPPB requirement, you are asked to report your progress and provide a projection of your report cost reductions to me by 15 March 1971. As a part of the progress report, you are requested to return the attached summary sheets of reports by requirement category with the reports being eliminated underlined in red pencil.

5. For staff guidance and further explanation on how you may best meet the DD/S objectives in this program, please contact [redacted] Room 702 Magazine Building.

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[redacted]  
Chief, Support Services Staff

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